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FEDERAL BUREAU OF INVESTIGATION  
CORPORATE POLICY DIRECTIVE

0248D

1. Policy Directive Title.	Confidential Funding Guide
2. Publication Date.	2009-10-18
3. Effective Date.	2009-10-18
4. Review Date.	2012-10-18

## 5. Primary Strategic Objective.

P1-Streamline administrative and operational processes.

## 6. Authorities:

- Title 5, United States Code (U.S.C.), Section 5536 and 7903
- Title 18, U.S.C., Section 648
- Title 28 U.S.C., Sections 524(c)(1)(B); (c)(1)(C); I(1)I; I(1)(B); and 537
- Title 31, U.S.C., Sections 1301(a), 1341, 3302, 3324, 9102
- Title 40, U.S.C., Section 34; Title 41, U.S.C., Sections 11(A), 22, 254(a) and (c)
- Federal Travel Regulations (FTR)
- Federal Acquisition Regulations (FAR)
- Office of Federal Procurement Policy Act, 41 U.S.C., Chapter 7
- Federal Activities Inventory Reform Act of 1998
- 31 CFR, Part 208, Implementing Secretary of the Treasury Regulations
- Anti-Deficiency Act, 31 U.S.C. 1341-42, (PL 81-784)
- OMB Circular A-123, Management's Responsibility for Internal Controls
- General Services Administration Acquisition Regulations (GSAR) and Acquisition Manual
- Government Accountability Office (GAO) 11/1999 publication entitled, Standards for Internal Control in the Federal Government
- GAO Redbook, Paragraph 4-C-8 and C-13
- Department of Justice (DOJ) Order 2110.47, dated 12/15/93, Operation of Imprest Funds and Third Party Payment Sites
- DOJ Order 2110.39A, dated 11/15/95, Legality of and Liability for Obligation and Payment of Government Funds by Accountable Officers
- DOJ Order 2110.21D, Expenditures of a Confidential Character
- Attorney General's Guidelines for FBI Undercover Operations
- Attorney General's Guidelines Regarding the Use of Confidential Human Sources

## 7. Purpose:

To provide guidance and establish procedures for the use of confidential funds within the Federal Bureau of Investigation (FBI) in accordance with DOJ Order 2110.21D, Expenditures of a Confidential Character; the Attorney General's Guidelines for FBI Undercover Operations, and other applicable authorities. Confidential Funding Policy Implementation Guide provides a standard reference for proper recordkeeping procedures for the direct advance of funds. It is designed to be amended as required to respond to changes by adjustment in law, policy, or other requirements.

## 8. Policy Statement:

Through the CFG, this policy:

- (1) Delegates authority and sets operational and spending limits for use of confidential funds
- (2) Defines and describes Confidential Funding
- (3) Establishes resources, physical and security requirements for Confidential Funding
- (4) Defines roles of those involved in the handling of confidential funds
- (5) Sets limits on travel and confidential expenditures
- (6) Provides guidance to ensure uniform conduct of confidential transactions

The CFG shall be amended by the authority of a Finance Division (FD) official no lower than

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Deputy Section Chief, Accounting Section (AS).

**9. Scope:**

The CFG was developed for use by all FBI personnel in an effort to enhance the FBI's collective knowledge and awareness of confidential funds. The CFG can and should be used as a reference for confidential funding matters. The application of this guide is not limited to individuals with little or no knowledge of the confidential funds. Individuals with an extensive understanding of the subject matter may refer to the guide for procedural inquiries and policy matters.

**10. Proponent:**

FD, AS, Commercial Payments and Confidential Services Unit (CPCSU)

**11. Roles and Responsibilities:**

See CFG Section 2 for detailed roles and responsibilities.

- 1 - CPCSU, AS, FD, manages the content within the CFG and ensures its relevance
- 2 - Field Division Heads, Special Agent in Charge (SAC), Assistant SACs, Procurement Officer, Financial Managers, Draft Office Supervisors, Third Party Draft Personnel, Auditors, and field office employees comply with the procedures detailed within the CFG
- 3 - Inspection Division ensures compliance with the most current procedures contained within the CFG

**12. Exemptions:**

See the Confidential Funding Policy Implementation Guide

**13. Supersession:**

This Directive (when published together with the Corporate Policy Directive for the Draft System User Guide) supersedes Corporate Policy Notice 0056N, "Changes to the Third Party Draft System User Guide (DSUG) and the Confidential Funding Guide (CFG)."

**14. References, Key Words, and Links:**

- Confidential Funding Policy Implementation Guide
- Third Party Draft Website [REDACTED]
- FC entitled Remittance(s) Policies and Procedures, dated 9/21/06, [REDACTED]
- Field Guide for Undercover and Sensitive Operations (FGUSO)
- National Foreign Intelligence Program Manual (NFIPM)
- Confidential Human Source Policy Manual (CHSPM)

**15. Definitions:**

See the Confidential Funding Policy Implementation Guide.

**16. Appendices, Attachments, and Forms:**

- FD 37: Advanced Blue Slip
- FD 735: Voucher Reconciliation – available in electronic format
- FD 735a: Advance Reconciliation
- FD 736: Itemization of Expenditures
- FD 794: Draft Request – used for commercial and confidential reimbursements. Form is available in electronic format.
- FD 540: Travel Request – available in electronic format
- FD 659: Reimbursement Voucher
- SF 1012: Travel Voucher – available in electronic format

**Final Approval**

**Name:** Timothy P. Murphy

**Title:** Associate Deputy Director

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